

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-131 **Issue Date:** 07-06-16 **Closing Date:** 07-12-16

Outreach Coordinator/Assistant Program Manager
Yakama Nation Land Buy Back
Hourly Wage: \$20.49/Regular/Full-Time

The Coordinator/Assistant Program Manager position is responsible for developing an outreach event plan and produce outreach events from conception through completion and assist with administration and management of the Land Buy-Back Program. The Coordinator will provide outstanding service to landowners and organize memorable events that meet the quality expectations of the outreach task of the Yakama Land Buy-Back Program. The Coordinator needs to be friendly, professional, and efficient in order to best handle the needs of the program. The position requires strong communication, public speaking and presentation skills, and the ability to work closely with other co-workers, vendors and the general public. This position will report directly to the Yakama Land Buy-Back Program Manager.

Knowledge, Skills and Abilities:

- Proven knowledge of event management experience.
- Experience in managing a program and staff.
- Excellent time management skills.
- Excellent communication skills, including writing, proof reading and speaking.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Ability to manage multiple projects independently.
- Ability to sufficiently use the Microsoft Office Suite (Outlook, Word, Excel) and other internal software as required by the position.
- Ability to develop new and unique ways to improve operations and understand the needs of the eligible landowners.
- Ability to work cooperatively and effectively with others to set goals, resolve problems, and make decision that enhance organizational effectiveness.
- Ability to set priorities, develop a work schedule, monitor progress towards goals, create and implement action plans, and evaluate the process and results.
- Proficient using the internet to conduct research.
- Experience preparing and making presentations to large groups (50+).
- Ability to sufficiently use computers, phones, tablets, printers, and copiers, and other office hardware as required.
- Ability to learn about the LBBP in order to properly educate landowners.

Special Requirements:

- Minimum of a High School Graduate or equivalent.
- Experience planning and conducting events.
- Must have a valid Washington State Driver's License.
- Must have or be able to obtain a Yakama Nation Tribal Driving Permit.
- No felony convictions or disqualifying criminal histories.
- Must be able to pass an alcohol/drug test in accordance with Yakama Nation Drug/Alcohol Policy.
- Notary Public or ability to receive the designation.
- Yakama enrolled preference.